

2026 - 2027

Parkview Junior/Senior High School Student and Parent Handbook



408 W. Beloit Street
Orfordville, WI 53576
(608) 879-2994
Fax (608) 879-9375

TABLE OF CONTENTS

Welcome	5
Core Values	6
Mission	6
Vision	6
Our Commitments	6
Philosophy of Education	7
Learner Goals	7
Equal Educational Opportunities Policy	8
Harassment Policy	8
Attendance	9
Expectations	9
Definitions	9
Hours of Operation	9
Excused Absence	10
Responsibilities of Each Party	10
Parent or Guardian Responsibilities	10
Student Responsibilities	10
Teacher Responsibilities	10
Pre-Planned Absences	10
Parent or Guardian Responsibilities	10
Student Responsibilities	10
Teacher Responsibilities	10
College/University Visitations	11
Unexcused Absences	11
Tardiness	11
Truancy	11
Absence and After-School Activities	12
Other Absences	12
Activities and Athletic Events Off Campus During the School Day	12
Field Trips and School-Sponsored Trips	12
Hall Passes	12
High School Dances	12
Viking Responsibility Passes	13
Closed Campus	13
Withdrawal from School	13
Academics	14
Graduation and Course Requirements	14
Volunteer Hours	15
Early Graduation	15

High School Equivalency Diploma	15
Junior High Grade Level Advancement	15
High School Grade Level Placement	15
Grading System	16
Responsibilities of Each Party	16
Student Responsibilities	16
Parent or Guardian Responsibilities	16
Teacher Responsibilities	16
Progress Reports	16
Parent/Teacher Conferences	16
Making Up Failed Required Courses	17
Eligibility for Extracurriculars	17
Academic Awards	17
Honor Roll	17
Laude Honors System	17
Wisconsin Academic Excellence Higher Education Scholarship	18
Wisconsin Technical Excellence Higher Education Scholarship	18
Homework Guidelines	18
Responsibilities of Each Party	19
Teacher Responsibilities	19
Student Responsibilities	19
Parent or Guardian Responsibilities	19
Homework Pick-Up Guidelines	19
Code of Conduct and Student Discipline	20
Code of Classroom Conduct	20
Student Behaviors Warranting Removal from Class	20
Procedure Once Student is Removed	20
Discipline Rubric	21
Disciplinary Actions and Consequences	21
Staying After School	21
Office Referrals	21
Classroom Detentions	21
Administrative Detention	21
In-School Suspension	22
Out-of-School Suspension	22
Expulsions	22
Student Searches	22
Bullying and Harassment	22
Cyberbullying	23
Conduct on School Buses	23
Expectations	23
Bus Rider Expectations	23
Authority of Bus Driver	24

Consequences for Bus Misbehavior	24
Incident 1	24
Incident 2	24
Incident 3	24
Incident 4	24
Dress Code Policies	24
Dance Dress Guidelines	25
Emergencies	26
Office Telephones	26
Safety Drills	26
Fire Drill	26
Tornado Drill	26
Lockdown Drill	26
School Closings	26
Electronic Device Usage	27
General Responsibility	27
Acceptance Agreement	27
Mobile Device Repairs	27
Health Procedures	28
Is Your Child Well Enough to Attend School?	28
Fever	28
Vomiting, Diarrhea, or Severe Nausea	28
Infectious Diseases	28
Rashes	28
Injuries	28
Illness or Injury at School	28
Emergency Care Information	29
Exposure to Bodily Fluids	29
Medication Policy and Procedure	29
Non-prescription Medication	29
Prescription Medication	30
Self-administered Medication	30
Sharing of Medication	30
Food Service	31
Breakfast and Lunch Prices	31
Payment System	31
Free-and-Reduced Priced Meals	31
Conduct in the Cafeteria	31
Competing Sales and Food Deliveries	32
Nondiscrimination Statement for USDA Child Nutrition Programs	32

Personal Belongings	33
Cell Phones and Personal Communication Devices (PCD)	33
Expectations	33
Consequences	33
First Offense	33
Second Offense	33
Third Offense	33
Fourth Offense	33
Fifth Offense	33
Vehicle on Campus	34
Lockers	34
Backpacks/Bags	34
School Supplies	34
Lost and Found	34
Work Permits	35
Prohibited Items	36
Drugs	36
Alcohol	36
Tobacco/E-Cigarettes	36
Canine Searches	36
Weapons	36
Animals on Campus	37
Service Animals	37
Definition	37
Animals Used in Educational Presentations	37
Steps	37
Visitors and Volunteers	38
Visitors	38
Volunteers	38
Guests Permitted at School Dances	38
Appendix	39
District Calendar	39
A/B Calendar	39
Bells Schedules	39
Discipline Rubric	39
Staff Directory	39
Activities Handbook	39



Welcome

Dear Parkview Students and Families,

At Parkview Junior/Senior High School, we are committed to providing a safe, supportive, and academically rigorous environment where every student has the opportunity to grow as a learner, a leader, and a responsible member of our school community.

This handbook serves as an important resource to help students and families understand the expectations, policies, and procedures that guide our day-to-day operations. These guidelines reflect our shared commitment to respectful behavior, academic success, and personal growth. Students are expected to engage fully in their education, make positive choices, and treat others with courtesy and respect.

We believe that learning doesn't happen in isolation. Through the combined efforts of our staff, students, families, and the wider community, we strive to graduate well-rounded individuals who are prepared for both college and career. We also recognize the value of participation in extracurricular activities, athletics, and community service as part of a well-balanced high school experience.

Parents and guardians play a vital role in the success of our students, and we are grateful for your partnership. Your involvement, encouragement, and communication help create the foundation for a strong and successful school year. Please know that we welcome your questions, ideas, and support.

Together, let's make this a year of pride, growth, and achievement.

Sincerely,

Mrs. Amy Lewis
Principal
(608) 879-2994 ext. 5116
alewis@email.parkview.k12.wi.us

Mr. Patrick Abrahamson
Assistant Principal & Activities Director
(608) 879-2994 ext. 5115
pabrahamson@email.parkview.k12.wi.us

Core Values

Mission

Inspire. Elevate. Innovate.

Vision

Cultivating successful and versatile community members.

Our Commitments

- **Relationships** - We engage in positive collaborative partnerships among students, staff, families, and communities.
- **Responsibility** - We take ownership for holding both ourselves and our students accountable to be respectful, hardworking, reliable, and dedicated.
- **Communication** - We engage in consistent, transparent, and accessible communication to make informed decisions.
- **Innovation** - We build a culture that empowers everyone to go beyond the status quo.
- **Continuous Improvement** - We encourage professional growth to make data-informed decisions that drive learning.
- **Safety** - We foster a physically, emotionally, and intellectually safe environment for all.

Designed for versatility, rooted in community.

References:

- School Board Policy [110](#)

Philosophy of Education

Learner Goals

The District is a system that empowers the community. This is accomplished through continuous improvement, enhancement of self worth, and optimization of student performance. The focus for each student is on joy in learning, optimization of student performance, and preparation of life skills. Therefore, in the District,

The Learner Will:

1. Build a substantial knowledge base.

Students will build a solid knowledge base developed from challenging subject matter in mathematics, reading, language arts, science, social studies, computer/information, technology, fine and performing arts, foreign language, health, physical education, and vocational education.

2. Develop the 4Cs (Critical Thinking, Creativity, Communication, Collaboration).

Students will develop a command of the 4Cs that permit them to interpret and apply the knowledge base. Communication processes (listening, speaking, reading, writing, viewing, image making, and other symbolizing) enable them to communicate thoughts with others.

3. Apply knowledge and processes.

Students will build upon knowledge and apply learning processes to create new ideas and understanding, enhance human relations, expand awareness, and enrich human experiences.

4. Acquire the capacity and motivation for life-long learning.

Students will develop their natural curiosity to acquire habits of inquiry and a love for learning which will motivate them to continue learning throughout their lives.

5. Develop physical and social-emotional wellness.

Students will acquire the attitudes, knowledge, and habits to grow physically, socially, and emotionally healthy, develop self-esteem and confidence, and exhibit a healthy lifestyle.

6. Develop character.

Students will exhibit personal characteristics, such as compassion, conviction, curiosity, ethics, integrity, motivation, and responsibility.

7. Be a responsible citizen.

Students will possess and exercise the knowledge and processes necessary for full participation in the family, civic, economic, and cultural life of a complex interdependent, global society. Students will acquire an understanding of the basic workings of all levels of government, understanding the duties and responsibilities of citizenship. Students will make a commitment to the basic values of our government, including a reverence and respect for the history of the American flag, the Declaration of Independence, the U.S. Constitution, and the Constitution and Laws of Wisconsin, and acquire a knowledge of state, national, and world history.

8. Be prepared for productive work.

Students will acquire knowledge, capabilities, and attitudes necessary to make them contributing members of a dynamic national and world economy and prepare them for the transition from school to work.

9. Respect culture diversity and pluralism.

Students will demonstrate the knowledge and attitudes necessary to understand and respect individual and multi-cultural diversity and to work cooperatively with all people.

10. Develop aesthetic awareness.

Students will become aware of and be able to generate those forms of experience that have artistic and aesthetic meaning.

Equal Educational Opportunities Policy

The District is committed and dedicated to the task of providing the best education possible for every student in the district.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired because of a student's sex (including transgender status, change of sex, or gender identity), race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap, citizenship status, political affiliation, genetic information, or homelessness.

Refer to the Equal Educational Opportunities Policy [310](#) for further information.

Harassment Policy

The Parkview School District is committed to maintaining a safe, respectful, and inclusive learning environment. Harassment of any kind, including verbal, physical, visual, or electronic (cyberbullying), is strictly prohibited and will not be tolerated.

Harassment may be based on characteristics such as race, sex, religion, national origin, sexual orientation, gender identity, disability, physical appearance, or socioeconomic status. Prohibited behaviors include, but are not limited to: name-calling, insults, threats, intimidation, unwanted physical contact, or any conduct that creates an uncomfortable or hostile school environment. Sexual harassment, defined as unwanted sexual attention, comments, or contact, is also prohibited. This includes both student-to-student and adult-to-student behavior. Complaints involving sexual harassment under Title IX are addressed separately in Policy 411.2.

The district encourages students or parents who believe they have experienced or witnessed harassment to report it to the building principal or the district's harassment officer. Reports will be taken seriously and investigated promptly and confidentially. Consequences for violating this policy vary depending on the situation and may include warnings, counseling, detention, suspension, expulsion, required training, or referral to law enforcement. Retaliation against anyone who reports harassment or participates in an investigation is also prohibited. False accusations or encouraging others to retaliate are subject to disciplinary action.

This policy applies to all students and school-related activities, including those involving non-school personnel. The district is committed to preventing harassment and responding effectively when it occurs.

Refer to the Harassment Policy [411.1](#) or the Student Harassment and Discrimination Complaint Procedures Policy [411.1-Rule](#) for further information.

Complaints regarding the interpretation or application of these policies shall be referred to the District Harassment Officer and processed in accordance with established procedures. Direct concerns to:

District Harassment Officer/Title IX Coordinator/Director of Pupil Services
Parkview School District, 106 W. Church Street, Orfordville, WI 53576, 608-879-2717

References:

- School Board Policy [310](#)
- School Board Policy [411](#)
- School Board Policy [411.1](#)
- School Board Policy [411.1-Rule](#)
- School Board Policy [411.2](#)

Attendance

Expectations

Regular attendance is essential to a student's academic success and is required by Wisconsin law for students ages six (6) to eighteen (18), unless enrolled in a home-based program. Students are expected to attend school, except in cases of illness, family emergencies, or scheduled holidays.

Consistent attendance supports academic achievement and builds habits for future career success, while frequent absences can have a negative impact. Attending each scheduled class period on time is a student's responsibility, supported by their parent or guardian. According to Wisconsin State Statutes, a child shall not be excused from school more than ten (10) days per year.

Definitions

- An **excused absence** includes:
 - Illness, hospitalization, or medical care.
 - Approved school activities.
 - Medical, dental, optical or legal appointments. Abuse of time off for an appointment may lead to administrative decisions to record the absence as unexcused.
 - Death or serious illness in the family.
 - Family emergencies or other situations approved by the building principal.
 - Religious holidays.
 - Suspensions or expulsions.
- An **unexcused absence** is when a student does not provide a written explanation or a call is not received from a parent or guardian.
- A **tardy** is recorded if a student arrives to class after the beginning of the class period.
- A **habitual truant** is a student absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

Note: An absence of 1 period during the day counts as 1 day toward the ten (10) days per year.

Hours of Operation

- Office Hours: Weekdays, 7:30 AM to 3:30 PM
- School Hours: 7:50 AM to 3:09 PM

Students are allowed in the building at 7:30 AM. Breakfast will be served from 7:30- 7:45 AM with a warning bell at 7:45 AM. Classes start at 7:50 AM and end at 3:09 PM. Students arriving after 7:50 AM and leaving before 3:09 PM must "check in" at the School Office. Students leaving the building during the school day must obtain a pass which will be issued only with permission from a parent and the school. Without the pass the absence will be unexcused.

Excused Absence

When a parent or guardian knows that his or her child will be absent, it is requested that a parent or guardian gives the school prior notice of the upcoming absence. The school will contact a parent or guardian to verify any absence that is not reported to the school. All absences must be excused within 24 hours of the initial absence. Failure to provide an excuse will result in an unexcused absence.

Responsibilities of Each Party

Parent or Guardian Responsibilities

- It is the responsibility of a parent or guardian to contact the Jr./Sr. High School Office at 608-879-2994 Ext 5125 before the start of the school day on the day of the absence to inform school officials of the reason for the student's absence. A message can be left on the answering machine outside of office hours.
- If a parent or guardian knows in advance that a student will be absent, he or she should contact the office or send a written explanation so the student can obtain a pre-planned absence form. See section below.

Student Responsibilities

- A student is required to attend classes on his or her daily schedule, unless he or she has obtained approval by the principal or permission from a parent or guardian.
- For a pre-planned absence, a student is expected to complete a pre-planned absence form.
- Students with excused absences from school are responsible to make up missed work, including exams. Students are given two (2) school days to make up work/exams for every day of absence.

Teacher Responsibilities

- Teachers are required to submit daily attendance reports to the attendance secretary for students under their supervision and provide the student with missed assignments.

Pre-Planned Absences

The Parkview School District encourages parents to avoid extended periods of absence for their student(s). Pre-planned absences are included in their excused absences for the school year. Once a student is beyond the ten (10) days, an administrator can choose not to approve the days off and may not sign the pre-planned form. If the student still chooses to not attend school, these days will be considered unexcused and no work may be made up.

Parent or Guardian Responsibilities

- Notify the Jr./Sr. High School Office as soon as able about the specific date(s) of the absence.

Student Responsibilities

- Complete a pre-planned absence form, collecting signatures from teachers to notify them of the absence.
- Students are responsible for all missing work while absent and are given two (2) school days to make up work and exams for every day of an excused absence. Long-term projects, assignments, presentations, and other work that was assigned prior to the absence and for which students had adequate advance notice remain due on the original due date unless otherwise approved by the teacher.

Teacher Responsibilities

- Teachers are responsible for communicating assignment expectations and due dates in a timely manner.
- Discuss a plan with the student concerning completion of missed work/exams within allotted make up time.

College/University Visitations

Exempt absences will be given for a maximum of two visitations per year, during each junior and senior year. Students are expected to follow the pre-planned absence procedure. Documentation is required in order to be exempt from the 10-day limit. Students are encouraged to visit postsecondary schools during the weekends or on non-school days.

Unexcused Absences

If no written explanation or call is received, a student will be recorded as unexcused. There is an additional twenty-four (24) hour window for a parent or guardian to contact the school office or provide a written explanation of the absence in order for it to be recoded in Skyward Family Access.

Students with unexcused absences will have the opportunity to make up summative assessments, but not formative assignments.

Tardiness

A student is considered tardy if s/he arrives to class after the beginning of the class period. If the student still is not present after 20 minutes, the student will be marked as absent. Further, if a student is tardy 20 minutes or more to school, the student is ineligible to practice, compete, or attend any extra-curricular activity that day.

Please make every attempt to get your student(s) to school prior to that time. Tardies are unexcused unless the office has been contacted by a parent or guardian. Parents or guardians will be notified. Repetitive tardiness throughout the day/or a specific class establishing a pattern of behavior will be considered insubordination. Definition can be found in the discipline rubric.

Tardies	Consequence(s)
5 tardies	- Assigned a 30-minute lunch detention.
10 total tardies	- Assigned a 45-minute after-school detention. - Parent meeting with Student Services or an administrator. - An individualized plan will be developed to address the issue.
Continued tardiness	- In-school suspension or other disciplinary action. - Truancy ticket(s) are issued through the Village of Orfordville. - Required truancy court hearing may occur for both the student and parent/guardian. - 15 total tardies counts as one (1) unexcused absence, which applies toward the 10-day absence rule outlined in the attendance policy.

Truancy

The attendance secretary will notify a parent or guardian of a truant student by phone or email within twenty-four (24) hours of an unexcused absence and direct the student to return to school the next school day.

The attendance secretary shall notify a parent or guardian of a student who is a habitual truant by registered or certified mail when a student becomes a habitual truant.

Absence and After-School Activities

A student must be in school by 8:10 AM on the day of a contest or practice and remain in school until school is out in order to practice or compete in the activity. The following are exceptions:

- Absence due to a school function.
- Permission granted by the administration for an exemption (i.e. doctor's appointment, dentist appointment, etc.). The student will need documentation of arrival and departure time for appointment. The student is expected to be present for three of the five instructional periods in order to participate/attend an after-school activity.
- Parental excused absences are not exemptions.
- Any students exceeding the following criteria on a weekly basis will be ineligible to compete in or attend after school activities for that week, including the weekend: 1. Zero unexcused absences, 2. Two unexcused tardies, 3. In-school or out-of-school suspensions.

Other Absences

Activities and Athletic Events Off Campus During the School Day

A student who is not a participant in the event and wishes to attend the event must present a request for a pre-planned absence. This will count toward the allowable ten (10) absences.

Field Trips and School-Sponsored Trips

All students who intend to participate in school-sponsored, announced trips arranged by classes or clubs, whether walking or transported in a vehicle, should have the appropriate permission form signed by their parent or guardian returned to the teacher at least 2 school days before leaving on the trip.

All students on school-sponsored trips are required to follow the direction of the teacher and approved chaperones for the trip. Students are responsible for work missed due to a school-sponsored trip. Discipline policy is in effect when students are on school-sponsored activities. Students are not allowed to drive without approval from administration.

Note: Students may be denied the privilege of participating in a school-sponsored trip due to excessive absences, missing assignments, low grades, and/or disciplinary issues. The discretion is left up to administration.

Hall Passes

During class time, a student must have a proper hall pass to be in any area of the building when out of class. A student should come to class prepared to minimize the need to leave the classroom. A teacher will allow one student from the classroom out on a pass at a time. A student will not access a personal communication device while out on a pass. A student will be returned to class if found in hallways for extended periods of time or in areas outside of his or her designated pass. If the issue persists, the student may be required to be escorted in the hallways with an adult.

High School Dances

Attendance at school dances is a privilege. To attend, students must ensure the following:

- Have no unexcused absences or in-school suspension four weeks prior to the event.
- Have no out-of-school suspensions.

Eligibility for reinstatement to school dances may be considered on a case-by-case basis. Students may regain access after meeting restorative, accountability, or service-based requirements established by school administration.

Viking Responsibility Passes

Any senior is allowed the ability to earn a Responsibility Pass (RP), meaning they are not required to be on campus during their assigned study hall/WIN period. This pass is a privilege and can be revoked at any time by administration. Criteria for the pass will be reassessed every 9 weeks at a minimum. Criteria is defined as:

- No unexcused absences or truancy.
- Good academic standing: 2.5 cumulative GPA or higher and passing all classes.
- Positive behavior record: No major discipline referrals in the previous semester and no chronic tardiness or skipping of classes.
- Three teachers that can support student's responsibility, maturity, and readiness.
- Parent approval required.

Closed Campus

Students are to remain on school grounds during the school day with the exception of those students who have administrative permission. Leaving campus without permission will result in detention, in-school suspension, and/or a truancy citation. Park property is under school supervision during the school day.

Withdrawal from School

Parents/guardians should complete the withdrawal process with the district registrar. Students are to then complete the following:

- Turn in all textbooks and school-issued materials.
- All electronics returned and fees paid.
- Return the "Checkout Form" to the office after it has been signed by all parties involved.
- Be sure that hall and gym lockers are cleaned out completely.

References:

- School Board Policy [431](#)
- School Board Policy [431-Rule](#)

Forms:

- [Pre-planned Absence](#)

Academics

The standards of excellence and expectations for students are rigorous, yet attainable. Every effort is made to challenge and meet the needs of students. Students are expected to be responsible for their schoolwork and their behavior. They are required to have their materials with them as needed, i.e., Chromebooks, pencils, paper, books, etc. Students are expected to take care of materials that are assigned to them. Completing assignments on time and to the best of one's ability, results in improved student success, self-confidence, and increased knowledge.

We encourage parents/guardians to use Skyward Family Access to review information regarding students' attendance, behavior, food service records, grades, and homework. If you need assistance, contact the Registrar, 608-879-2994 ext. 5119.

The District shall not discriminate in the methods, practices, and materials used for evaluating students on the basis of sex, age, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or handicap. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

Graduation and Course Requirements

To earn a high school diploma, students must meet all course, credit, and assessment requirements established by the Parkview Board of Education and the Wisconsin Department of Public Instruction. These requirements are designed to ensure that students gain essential knowledge, develop critical thinking skills, and explore areas of personal interest. Students and families are encouraged to work closely with school officials to ensure that graduation requirements are being met. More information can be found in the [Career and Course Planning Guide](#).

Department	Credits
English	4
Social Studies	3
Math	3
Science	3
Physical Education	1.5
Health	0.5
Personal Finance	0.5
Electives	9.5
Career and Technical Education	1
Total	26

Students must have all fees paid prior to the graduation practice in order to be included in the commencement. Participation in the graduation ceremony is a privilege not a right; administration may revoke this privilege for disciplinary reasons. Parents/guardians will be notified prior to the graduation ceremony.

Volunteer Hours

To fulfill graduation requirements, all students must complete a total of 20 volunteer hours by the end of their senior year. These hours must be submitted no later than one week prior to graduation. Volunteer hours should be dedicated to serving the community. No money or services may be exchanged for volunteer work for the hours to be eligible.

Early Graduation

It is the policy of the Parkview School District that students shall have the opportunity to graduate early provided the student has met all academic/credit requirements and completed a minimum of seven (7) semesters of high school. Refer to School Board Policy [345.61](#) and [345.61-Rule](#).

High School Equivalency Diploma

The school honors the GED test for students who are at least 17 years of age and one year behind their graduating class in credits. Formal meetings will be held to determine the appropriate educational program for the student prior to entering into a contract. The student must volunteer for the program and must meet at least 15 hours of specific course work per week to prepare for the final GED test which is taken at Blackhawk Tech at the student expense.

Junior High Grade Level Advancement

All junior high students are expected to successfully complete the academic requirements for their grade level. Students who do not demonstrate sufficient progress in core academic areas may be required to participate in summer school, credit recovery, or other interventions. Promotion and retention decisions are made on an individual basis after reviewing the student's academic performance. Refer to School Board Policy [345.4](#) and [345.4-Rule](#).

High School Grade Level Placement

To help students stay on track for graduation, Parkview High School uses credit totals to determine a student's grade level. Grade placement is based on the number of credits a student has earned by the start of each school year:

Grade	Minimum Credits Earned
9 (Freshman)	- 0.0–6.49 credits
10 (Sophomore)	- 6.5–12.99 credits
11 (Junior)	- 13.0–19.49 credits
12 (Senior)	- 19.5–26.0+ credits

Students who do not meet the credit requirements will remain in their current grade level the following year. Credit recovery options such as summer school may help students catch up. Grade level affects eligibility for things like homeroom, lockers, yearbook photos, class offices, and events such as Homecoming and Prom.

Important Notes:

- Mid-year grade changes do not occur. Placement is finalized in August before school starts.
- Families will be notified mid-year if a student is at risk of not advancing.
- If extenuating circumstances (e.g., illness, disability, family emergency) affect a student's grade level status, families may request an exception through the principal. Appeals can be made to the district administrator.

Refer to School Board Policy [345.32](#)

Grading System

At the end of the grading period, a teacher will report letter grades based upon the scale below. The student's transcript and report card will reflect a grade point average (GPA) on a 4.0 scale. The GPA for all students 6-12 is calculated by the number of credits taken per semester and the grades received for these courses. The final GPA is affected by the number of courses you have taken. Refer to School Board Policy [345.1](#).

A	94-100	4.0		B-	80-82.99	2.67		D+	67-69.99	1.33
A-	90-93.99	3.67		C+	77-79.99	2.33		D	63-66.99	1.0
B+	87-89.99	3.33		C	73-76.99	2.0		D-	60-62.99	0.67
B	83-86.99	3.0		C-	70-72.99	1.67		F	0-59.99	0.0

Responsibilities of Each Party

Student Responsibilities

- Check grades weekly using Skyward.
- Keep track of due dates, missing assignments, and feedback provided by teachers.
- Advocate for themselves by asking questions, seeking help, and attending intervention times if needed.

Parent or Guardian Responsibilities

- Monitor grades regularly through Skyward and encourage conversations about academic progress.
- Support homework routines, assignment completion, and study habits.
- Contact teachers with concerns or questions about grades, missing work, or performance.
- Attend parent-teacher conferences and remain engaged in supporting the student's success.

Teacher Responsibilities

- Input and update grades weekly.
- Clearly communicate grading policies, expectations, and rubrics for each course.
- Notify students and parents of missing or failing work.
- Be available to discuss grades during school hours, parent-teacher conferences, or by appointment.

Progress Reports

Quarterly progress reports and semester final grades shall be issued electronically for each student or at the request of the parent/caregiver in hard copy. In addition to report cards, parents/guardians can use Skyward Family Access to regularly monitor student progress. Refer to School Board Policy [345.2](#).

Parent/Teacher Conferences

Parent/Teacher conferences are offered twice a year. Aside from that time, parents/guardians are encouraged to make appointments with a teacher, counselor, the principal, or other staff members to discuss any matter relevant to a student's success. Such appointments may be arranged by telephoning the school office or via email.

Making Up Failed Required Courses

Required courses are defined as English, Health, Personal Finance, Math, Science, and Social Studies.

- **Course Completion:** A grade of 50-59.99% will result in a student entering credit recovery during their WIN block or during summer school. The student will receive an incomplete until the coursework is completed and the grade is raised to passing. If the student does not successfully complete credit recovery within the allotted time, they will receive an F and move to the next level of intervention, as outlined below.
- **Credit Recovery:** A grade of 0-49.99% will result in a student repeating the course during the next school year or online through Parkview Academy of Virtual Education (PAVE) over the summer. This is subject to principal discretion.

Eligibility for Extracurriculars

Our philosophy is that extracurricular activities are an integral part of the total educational opportunity for students. The right to participate is open to students. Once students make a commitment to participate in an extracurricular activity, the right becomes a privilege. When a student is granted this privilege, he or she accepts the responsibility of following behavioral guidelines outlined in the Activities Handbook. All activities, clubs, and sports are governed by eligibility rules. The activities director monitors student eligibility. All student-athletes are subject to WIAA rules.

Academic Awards

We believe in celebrating academic excellence and encouraging students to reach their full potential. To recognize outstanding academic achievement, we offer both semester honor roll distinctions and a laude system for graduating seniors. These systems are designed to acknowledge students who demonstrate consistent effort, high performance, and a commitment to their education. Academic recognition not only celebrates current success but also motivates students to set and achieve future goals as they prepare for college, careers, and lifelong learning.

Honor Roll

The honor roll is intended as a means of recognizing, motivating, and rewarding academic achievement.

- Highest Honors = 4.0 GPA
- High Honors = 3.5 - 3.999 GPA
- Honorable Mention = 3.0 - 3.499 GPA

Laude Honors System

We encourage all students to challenge themselves academically and take advantage of the wide variety of rigorous opportunities available. Parkview Jr/Sr High School is proud to recognize the academic achievements of our students through the Laude Honors Recognition System at graduation. This system was established to better honor both academic performance and the rigor of coursework completed during high school.

Students may earn one of the following honors at graduation:

- Cum Laude (With Honor)
- Magna Cum Laude (With Great Honor)
- Summa Cum Laude (With Highest Honor)

Honors are based on a combination of cumulative GPA and Laude points, which are earned by successfully

completing rigorous courses. Eligible courses include:

- Honors and Advanced Placement (AP) courses
- Transcribed and Dual Credit college courses
- Youth Apprenticeships
- College programs such as ECCP, Start College Now, and the Porter Scholar program
- 4-credit sequences in areas like Art, Agriculture, Business, Music, World Language, and Technology Education

The total number of points earned by graduation determines the level of recognition. Specific course listings and requirements can be found in the [Career and Course Planning Guide](#).

Wisconsin Academic Excellence Higher Education Scholarship

The basic goal of the state's Academic Excellence Higher Education Scholarship Program is to encourage the students to stay in Wisconsin for their postsecondary education. The District has the responsibility to select their scholarship designees with that goal in mind.

Selection of the recipient of the scholarship will comply with the rules and procedures for the current scholarship year as defined by state law. A student is not eligible to receive both the Academic Excellence Scholarship and the Technical Education Excellence Scholarship and vice versa.

Only those seniors who have been enrolled in Parkview High School for the final four semesters of high school will be eligible for consideration for the academic excellence scholarship. The senior with the highest cumulative high school grade point average (GPA) rounded to as many decimal places as necessary at the end of the seventh semester (5th semester-if graduating in 3 years) will be selected as the Wisconsin Academic Excellence Scholar.

Tiebreakers may be used if necessary. Refer to School Board Policy [461](#).

Wisconsin Technical Excellence Higher Education Scholarship

The Wisconsin Technical Excellence Scholarship (TES) is awarded to high school seniors who demonstrate high achievement in Career and Technical Education (CTE) courses. Each high school may designate a limited number of eligible students based on a points-based ranking system established by the Wisconsin Higher Educational Aids Board (HEAB). Students must formally declare interest, meet eligibility requirements, and earn points through CTE coursework and participation in Career and Technical Student Organizations (CTSOs).

Key factors in candidate selection include:

- CTE credits earned (each 0.5 credit = 0.5 point)
- Active CTSO participation

A school committee ranks and submits designees and alternates, with final approval from the high school principal.

Tiebreakers may be used if necessary. Refer to School Board Policy [462](#).

Homework Guidelines

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Parkview Jr/Sr High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Responsibilities of Each Party

Teacher Responsibilities

- Assign relevant, challenging, and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give timely feedback and/or correct homework.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

Student Responsibilities

- Set aside a regular time for studying.
- Work on homework independently whenever possible, so that it reflects student ability.
- Make sure assignments are done according to the given instructions and completed on time.

Parent or Guardian Responsibilities

- Monitor student's organization and daily list of assignments.
- Help the student work to find the answer, not just get it done.
- Be supportive when the student gets frustrated with difficult assignments.
- Contact the teacher to stay well informed about the student's learning process.

Homework Pick-Up Guidelines

Parents can pick up homework for students who are absent, provided the parent gives the office 24 hours notice. Students are encouraged to reach out to teachers regarding missing homework.

References:

- School Board Policy [345.1](#)
- School Board Policy [345.2](#)
- School Board Policy [345.2-Rule](#)
- School Board Policy [345.32](#)
- School Board Policy [345.4](#)
- School Board Policy [345.4-Rule](#)
- School Board Policy [345.5](#)
- School Board Policy [345.6](#)
- School Board Policy [345.61](#)
- School Board Policy [345.61-Rule](#)
- School Board Policy [461](#)
- School Board Policy [462](#)

Additional Documentation:

- [Career and Course Planning Guide](#)
- [Service Hours Form](#)

Forms:

- Wisconsin Academic Excellence Higher Education Scholarship
- [Wisconsin Technical Excellence Higher Education Scholarship](#)

Code of Conduct and Student Discipline

A school cannot function effectively unless students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school expectations, law or statute will not be acceptable. The individual has a responsibility to behave in a manner that will not interfere with the rights of others.

*The discipline policy is in effect when students are on school property or neighboring schools, participating at school sponsored extracurricular activities, sporting events, or field trips. Please remember that you are representing the District at all school functions, home or away.

Code of Classroom Conduct

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and the learning process. Every member of the school community is expected to cooperate in this central mission. Teachers are to establish a positive learning atmosphere for students in their classrooms and to maintain proper order. Students are expected to come to school ready and willing to learn.

Student Behaviors Warranting Removal from Class

Student behavior that is dangerous, disruptive, or that interferes with the teacher's ability to teach effectively shall not be tolerated. Any student engaging in such behavior may be subject to temporary or permanent removal from class. In addition, the student may be subject to other disciplinary action in accordance with established Board policies, school rules, state and federal laws, and municipal ordinances.

1. Criminal acts and/or behaviors which endanger the health, safety, or welfare of self or others
2. Harassment, hazing and/or acts of intimidation
3. Behavior that interferes with teaching/learning process
4. Gross and/or inappropriate behavior
5. Other behaviors identified in individual building discipline plans

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. When a teacher removes a student from class the reason must be of a serious nature, reasonable, serve a legitimate educational purpose and be nondiscriminatory.

A student with a disability may be removed from class and/or placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Procedure Once Student is Removed

Teachers may send a student to the office, escort them, or request assistance. Students are informed of the reason and may give their version of events. Parents/guardians are notified as soon as possible.

Placement Decisions:

- Short-term removal: Student works on schoolwork in a designated area.
- Long-term removal: Considered for serious or repeated behavior, with input from the principal, teacher, and family. Options may include placement in another classroom, instructional setting, or alternative program.

Refer to School Board Policy [443-Rule](#) for further information.

Discipline Rubric

All School District Code Violations will be addressed according to our Code of Conduct Rubric. This Code of Conduct Rubric is a guide to ensuring consistency when dealing with discipline issues and the Administrative Team may adjust or combine discipline consequences to best meet each particular incident's circumstance. Students subject to the discipline code may be prohibited from accessing co- curricular and extracurricular activities due to the fact that these activities are a privilege. In the event of multiple infractions, the consequence for the more severe occurrence may be assigned. In the event of the first disciplinary infraction falling within a specific code, is very severe, the principal or designee may apply more significant consequences above the level within the rubric. Refer to the appendix for the rubric.

Disciplinary Actions and Consequences

Staying After School

If a student is to stay after school for academic or behavioral support, arrangements will be made with a parent or guardian by a teacher. A parent or guardian shall provide transportation for the student.

Office Referrals

An office referral may be issued for misconduct in the classroom. The teacher will write a description of the incident in Skyward and will contact a parent or guardian within twenty-four (24) hours of the incident. A student may be sent to the office for a meeting with the principal or associate principal. An administrator will determine what action is taken using the discipline rubric. Students may or may not be sent back to class based on the offense.

Classroom Detentions

A teacher may keep a student after school for a 20 minute detention, provided the teacher gives the student and parent(s) or guardian(s) twenty-four (24) hours notice. The student is given two days to serve the detention or unless other arrangements have been made with the teacher. The staff member that issued the detention must notify the parents. The teacher will document detention in Skyward. Students will be sent late to extra-curricular activities.

If the detention is not served within those two days or during the arranged time made with the teacher, it is entered into Skyward as an office referral; the teacher will notify the discipline officer and an administrative detention will be assigned. Following administrative intervention, repetitive detentions for the same offense may result in referral for Insubordination.

Detentions will be a silent study period, and no food, drink, or devices are allowed. The student should bring a book or school work. For any type of misbehavior or infraction while in detention, the student will be dismissed, and he or she will have to serve that detention at another time.

Administrative Detention

An administrative detention is issued by an administrator and will be 30-45 minutes in length.

During administrative detentions a student must be working and complying with staff directives or the student will be removed from detention. Detentions will be a silent study period and no food, drink, or devices are allowed. The student should bring a book or school work.

If the detention is not served, the following day an in-school suspension will be assigned for failure to complete assigned detention. Continued noncompliance with detentions will result in referral for insubordination.

Unserved detentions will result in not being able to attend extra-curricular events.

In-School Suspension

An in-school suspension (ISS) is a disciplinary consequence in which a student is removed from their regular classes but remains in school under supervision. During ISS, students are assigned to a designated area where they are expected to complete classwork, follow school rules, and reflect on their behavior. The goal of ISS is to address behavioral concerns while allowing students to stay caught up academically and avoid falling behind.

While serving, students will be monitored by school personnel and are expected to work on their assigned schoolwork. Students are not allowed to attend regular classes or school activities. The use of cell phones is not allowed at any time during the service period, including during the lunch break. Students are expected to remain silent, respectful, and productive.

Failure to follow ISS expectations may result in additional consequences.

Out-of-School Suspension

An out-of-school suspension (OSS) will require a parent/guardian meeting with an administrator prior to the student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If the meeting does not occur the student will remain in In-School Suspension until re-admit meeting occurs.

Appealing the process:

- Parent/guardian can contact the suspending administrator and discuss concerns.
- If the issue is not resolved, parents can contact the District Administrator and express concern within 24 hours of discipline.
- Further concerns regarding the situation can be brought to the school board in writing.
- During the appeal process the student will remain suspended; if discipline is dismissed or adjusted, discipline and attendance records will be adjusted accordingly to reflect the decision.

Expulsions

Please refer to Parkview School Board Policy [447.3](#) and [447.3-Rule](#) on the District website under School Board Policies.

Student Searches

The Parkview School District recognizes its responsibility to provide students and staff with a safe, drug- free environment that is conducive to learning. Searches of a student's person or personal belongings will be undertaken when school authorities suspect that one or more students have in their possession something that could threaten or endanger themselves or others, or a substance prohibited on school premises. The search will be conducted by a school administrator and at least one other person. Searches by dogs trained to detect the presence of illegal or other inappropriate substances, may be conducted by law enforcement officials on school grounds at any time and without prior notice. School officials have the right to search vehicles parked on school property.

Bullying and Harassment

The Parkview School District is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying or harassment of any kind. Refer to the following school board policies for clarification:

- [Harassment](#)
- [Bullying Prevention](#)
- [Bullying Procedures](#)

Bullying is defined as aggressive, intentional, or deliberately hostile behavior directed towards a student or students. Bullying consists of deliberately hurtful behavior, which occurs repeatedly over a period of time.

Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive or hurtful, or physical aggression.

Once bullying has been reported, the principal and/or designee will contact, by phone or in person, the victim's parent the same day the incident was reported. The principal or designee will promptly and thoroughly investigate the alleged incident. The investigation will be completed within three (3) school days after the report or complaint is made. Where it is determined that inappropriate conduct has occurred, the principal will act promptly to: correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act. At the conclusion of the investigation, the principal will report back to the parents of the students involved.

Cyberbullying

Cyberbullying is defined as bullying via the use of the internet, interactive and digital technologies including computers and tablets, or other devices. The use of any school computer or electronic device for cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that results in a substantial disruption to the school or a threat will constitute grounds for investigation as to whether the use violates applicable laws or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. Cyberbullying will be referred to law enforcement.

Conduct on School Buses

Riding the school bus is a privilege, not a right. To ensure the safety of all passengers, students are expected to follow rules and demonstrate respectful behavior at all times while riding the bus, including both to and from school and during transportation to school-sponsored activities. The bus is considered an extension of the school, and all school behavior expectations apply. Maintaining a safe and orderly environment allows the driver to focus on transporting students responsibly. Failure to follow bus rules may result in disciplinary action, including the suspension of bus privileges.

Expectations

In order to ensure your child a safe and secure ride on the bus, the following expectations have been adopted by the Board of Education:

Bus Rider Expectations

- Be on time at the designated pick-up point and wait before approaching the bus or crossing a highway until the bus driver has signaled the road is safe to cross.
- Move to the assigned seat without disturbing others and remain seated at all times.
- Refrain from extending any part of the body, books, or other objects from a bus window or door. Respect the bus, the driver, other riders and their property.
- Remain quiet at all railroad crossings.
- Emergency exit door is only to be used during emergency situations.
- Keep the bus clean and orderly at all times. Consumption of food and/or beverages on the bus, without driver permission, is prohibited.
- Keep the bus aisles clear and unblocked.

Authority of Bus Driver

- Forbid students from bringing items onto the bus that pose a safety threat. Items that, if or when the bus is forced to stop suddenly, may endanger others by becoming a projectile present a liability issue. Examples of such items would include a baseball bat, skateboard, and some kind of class projects. A guideline for this would be if the item can be safely secured within a fully closed/zipped backpack then, in most cases, it can be brought onto the bus.
- Assign students to seats on the bus.
- Expect the students to meet the expectations and regulations as stated above and in the student handbook.

The privilege of riding the school bus may be suspended or withdrawn if a student chooses to disregard the above stated expectations . The parent will then be responsible for providing transportation. In the event the bus garage needs to be contacted, please call 608-897-9054.

Consequences for Bus Misbehavior

Incident 1

The driver concern sheet will be completed and the parent/guardian will be notified.

Incident 2

The driver concern sheet will be completed and the parent/guardian will be notified. The principal will meet with the student, implement discipline rubric, and send a copy of the report to the parents.

Incident 3

The driver concern sheet will be completed and the parent/guardian will be notified. The principal will meet with the student, implement discipline rubric, assess a 1 day to 3 week suspension from riding the bus, and contact the parents.

Incident 4

The driver concern sheet will be completed and the parent/guardian will be notified. The principal will meet with the student, implement discipline rubric, assess a 3-week to entire-semester suspension from riding the bus, and contact the parents.

Note: Depending on the severity of the behavior, these steps may not always be followed in order.

Dress Code Policies

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Students must wear a shirt and pants or the equivalent, such as a dress or a shirt or shorts, as well as shoes.

- Shirts, pants, or the equivalent, must have fabric in the front, the upper/lower back, midriff, and on the sides (under the arms). Pants, sweatpants and shorts must be worn at the waist.
- Clothing must cover undergarments.
- No hoods allowed, ears and eyes must be visible.
- Coats and blankets are not allowed.

Students are prohibited from wearing attire that:

- Causes, or is likely to cause, a substantial disruption of or material interference with school activities or the District's educational mission;
- Causes school officials to reasonably forecast a substantial disruption of or material interference with school activities or the District's educational mission;
- Displays content that is lewd, indecent, or vulgar; contain obscenities, or make reference to sexual activity, in either an overt or double-meaning message;
- Displays content that promotes the use of illegal drugs, alcohol, tobacco, or vaping devices;
- Displays content that constitutes a true threat of violence against an individual or group of individuals;

Refer to School Board Policy [443.1](#).

Dance Dress Guidelines

In alignment with the Parkview School District's commitment to maintaining a safe, respectful, and inclusive learning environment, all students attending school-sponsored dances are expected to dress in a manner that reflects the district's values of dignity, safety, and mutual respect.

- Attire should be appropriate for a school-sponsored event. Clothing that is excessively revealing or promotes drugs, alcohol, violence, or profanity is not permitted.
- All clothing should allow for safe movement and should not present a hazard to the wearer or others.
- Students may be denied entry or asked to change attire if their clothing violates the school's expectations. If unsure about the appropriateness of an outfit, students are encouraged to consult school staff in advance.
- Once students are admitted into the dance, if they alter their attire in such a way as to violate the specified dress standards, they will be removed from the dance.
- Students not meeting the dress code standards will not be admitted into the event; students will have the opportunity to go home and change.
- The school reserves the right to make final determinations on dress code issues at the event.

References:

- School Board Policy [411.1](#)
- School Board Policy [443-Rule](#)
- School Board Policy [443.1](#)
- School Board Policy [443.2](#)
- School Board Policy [443.71](#)
- School Board Policy [443.71-Rule](#)
- School Board Policy [447.3](#)
- School Board Policy [447.3-Rule](#)

Emergencies

Office Telephones

Office telephones are for business and emergency use only. Messages of an emergency nature will be immediately delivered to students and staff. All other messages will be delivered at the first available opportunity. A telephone is available in the office for students to use for school related reasons.

Safety Drills

State law requires schools to have emergency drills each school year, including fire drills, lockdown drills, and tornado drills. School staff train students regarding the procedures required to observe each drill.

Monthly fire drills and a spring tornado drill, as required by law, will be held as important safety precautions. Safety instructions are posted in each room. Please follow instructions carefully.

Fire Drill

Fire drills will be conducted monthly.

Tornado Drill

A tornado drill will be conducted annually.

Lockdown Drill

A lockdown drill will be conducted annually to prepare staff and students in the event of an emergency.

School Closings

For school cancellations and delays due to inclement weather, the district administrator or his or her designee will notify the local radio stations and news channels:

- WCLO Janesville, 1230 AM
- WEKZ Monroe, 1260 AM 93.7FM
- WMTV – Channel 15 WISC –TV Channel 3
- WJVL – Janesville, 99.9 FM
- Parkview School District Facebook Page
- Skyward Notifications

Electronic Device Usage

The Parkview School District allows district students to use technology, including all types of mobile devices to improve efficiency and safety. The district expects all students to use such devices in a responsible manner. The use of the devices should not interfere with the student's educational responsibilities. Students who violate district policy or these established guidelines regarding mobile devices may be disciplined, up to and including expulsion, and may be prohibited from possessing or using such devices while in the district.

The use of a district-provided device is a privilege. Students do not have any expectation of privacy in district-provided devices or any information stored on them which can be confiscated and searched at any time.

Personal electronic devices are a distraction to the learning environment and are not permitted to be used at school during the academic day. This includes cell phones, smartwatches, earbuds, and other non-district-issued devices.

General Responsibility

Students are expected to exercise reasonable care to protect district-provided devices from damage or theft and must report any such incidents immediately. The district may require students to reimburse the district for any damage or theft that was the result of the student's negligence.

The District prohibits any student use of the device that interrupts them or someone else from learning. This prohibition applies regardless of whether the device used is owned by the student or provided by the district.

Acceptance Agreement

Each student that receives a district-provided mobile device agrees to the terms of the Mobile Device Guidelines and will sign the accompanying Mobile Device Acceptable Use Agreement during registration.

Mobile Device Repairs

If the issued mobile device acquires damage:

- The student will report any such damage to their teacher or principal.
- A tech ticket will be submitted about the mobile device to the Technology Services Department.
- The Technology Services Department will assess the damage and send it to the appropriate repair center.

Technology Services cannot provide the exact cost until the equipment is inspected at the approved repair facility. The estimated repair cost can vary, depending on the type of mobile device. Typically, students can expect to pay around \$30 to \$500. Once the cost is determined, the student will be required to remit payment via cash, check, money order, or credit/debit card to the Parkview School District as a reimbursement.

The Technology Services Department will attempt to provide a spare device during repair, but cannot guarantee the availability of spare equipment.

Please read the Mobile Device Guidelines to ensure that you understand the terms before agreeing in Skyward.

References:

- School Board Policy [363.2](#)

Health Procedures

The school nurse and all designated personnel provide assessment and care of ill and injured students. They also provide health education and consultation, dispense medication, maintain immunization records, and screen for communicable diseases. It is the responsibility of the parents/guardians to inform the Health Office if their student has any medical concerns that may require a health and/or procedure plan and to provide up to date health information on an annual basis.

Is Your Child Well Enough to Attend School?

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities. The following are guidelines to help a parent or guardian decide whether or not to keep a student home from school.

Fever

A fever of 100.4 degrees or more signals that an illness is making a student feel uncomfortable and unable to participate fully in class. Your child should stay home until his or her temperature is less than 100.4 degrees for 24 hours and he or she is feeling well.

Vomiting, Diarrhea, or Severe Nausea

These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.

Infectious Diseases

Diseases such as impetigo, pink eye with thick drainage, or strep throat require a health-care provider visit and a prescription for medication. Contacting the health care provider and using the medicine as directed is necessary. A student may return to school 24 hours after the first dose of an antibiotic and if he or she is feeling well.

Rashes

Rashes or patches of broken, itchy skin need to be examined by a health-care provider if it appears to be spreading or not improving.

Injuries

If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a health-care provider or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a health-care provider's excuse is required.

Illness or Injury at School

There is an illness/injury log in the Health Office. When a student is seen in the health office, the date of when they were seen and the purpose of the visit should be documented.

Please be sure that all injuries occurring during class or in a supervised school location are reported to both the teacher in charge and the health office. An injury report must be completed and given to the designated school personnel within 24 hours of the incident.

Emergency Care Information

The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of your child:

If your child has a minor accident, the following action will be taken:

- First aid will be administered according to school-approved procedures.
- Your child will be returned to class if he/she is all right.

If your child is unable to go back to class because of illness or minor injury, the following steps will be taken:

- If your child is unable to go back to class because of illness or minor injury, the following steps will be taken:
- If you are not available, the emergency contact number found on the Emergency Card will be called.
- Once contacted, you or the emergency contact will be responsible for providing the necessary transportation for your child to leave the school in a timely manner.
- If we are unable to reach you or the emergency contact, your child will be kept in school, and continued attempts will be made to reach you or the emergency contact.

If your child is in need of immediate medical attention, the following steps will be taken:

- First aid will be rendered immediately according to school approved procedures.
- 911 will be called and transportation to a medical facility will be arranged for your child.
- You will be called. If you cannot be reached, the emergency contact(s) will be called.
- School personnel will not transport ill and injured students in need of emergency medical services.
- Parents will be responsible for any medical costs incurred for emergency care provided by out of school personnel.

We need your cooperation in putting this plan into effect for each child. Please ensure that the emergency contact information on your son's/daughter's registration card is accurate. In addition, please keep the school informed of any changes in information on this card.

Exposure to Bodily Fluids

When students are in contact with a student in need of medical assistance, their first step should be to notify an adult. Unless it is an extreme emergency, students should not administer First Aid.

Medication Policy and Procedure

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis. The following guidelines will be followed when medication is administered to students.

Non-prescription Medication

Non-prescription (over the counter) medications which is FDA approved can be administered by the designated staff upon the receipt of:

- Written consent by the parent/guardian. Medication Administration Forms are available in the office upon

request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.

- Medication supplied by the parent/guardian in the original container listing the name of the medication, the time to be administered, and dose to be administered
- Tylenol, ibuprofen, cough drops and calamine lotion are available in the office and can be administered by designated district staff if parent/guardian authorization is given on the Health Services Survey during student online registration.

Prescription Medication

All prescription medications are required to be kept locked in the Health Office. Prescription medication will be administered by the designated staff upon receipt of:

- Written consent by the parent/guardian. Medication Administration Forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.
- Written instructions and signature of the healthcare provider
- Medications are supplied by the parent/guardian in the original container with the child's full name, name of the drug and dosage, time to be given, and the healthcare provider's name. The order on the medication container must match the written instructions of the healthcare provider.
- The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The school nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parent/guardian/legal custodian to resolve inconsistencies in administration directions.
- It is the responsibility of the student, where appropriate given the student's age and developmental level, to report for his/her medication(s) at the designated time.
- All medication must be claimed at the end of the school year or it will be discarded.

Self-administered Medication

- Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms.
- A student with life-threatening allergies may possess and use an EpiPen.
- A student with Insulin Dependent Diabetes Mellitus may possess and use insulin.

Sharing of Medication

Students are not to share over-the-counter medication and or prescription medication with any other student. Everyone reacts differently to medication and for safety no sharing of medication will be permitted. Students distributing and/or selling medication at Parkview Jr./Sr. High School will be subject to disciplinary action including possible expulsion from school.

References:

- School Board Policy [453.4](#)

Forms:

- [Medication Administration Form](#)

Food Service

The school lunch program is an integral part of the total education program, and as such shall be governed by the same principles and type of control as any other division of the District. The Food Service Program will operate an independent school nutrition program, coordinated by the food service director.

Breakfast and Lunch Prices

Breakfast	Lunch
6th - 12th Grade: \$1.65	6th - 8th Grade: \$3.05
Reduced: Free	9th - 12th Grade: \$3.15
Milk: \$0.45	Reduced: \$0.40
Snack: \$0.50	Milk: \$0.45

Payment System

The Food Service Program is a prepayment program. A student is expected to have a positive balance in his or her food service lunch account throughout the school year. Money deposited into accounts may be made by personal check (made payable to Parkview School District) or by cash. Deposits can be made online on the district website by credit card. No charge cards or debit cards will be accepted at this time at the school. Accounts will be balanced and updated by 10:00 a.m. each day. Money deposited after 10:00 a.m. may not get credited until the next day.

Students will receive a pin number during registration and will be using this number to access funds when they come through the lunch line. Ala carte items at Parkview Jr/Sr High School may not be purchased if a student has a negative balance. Students are encouraged to make payments to the office lunch payments drop box, but may make payments in the breakfast or lunch line. Change will not be provided. All funds given in line will be deposited directly into the student account.

You may check your students account online using Skyward Family Access. If you do not have internet access, please contact a building secretary or the Food service department at Parkview. Jr./Sr. High Office – 608-879-2994 Ext. 5111. Food Service – 608-879-2994 Ext. 6123.

Free-and-Reduced Priced Meals

Free-and-reduced priced meals are available to those who qualify. The application is available through Skyward Family Access during registration or online under [Food Service](#) on the district website. An updated application must be returned to the Food Service Department each school year or the status of the account will revert to paid prices. It is the family’s responsibility to submit an application. Eligibility is not retroactive. Charges made prior to eligibility are at full price and are the family’s responsibility to pay.

Conduct in the Cafeteria

Students are to eat lunch in the cafeteria only unless they have been given a one-time pass from a teacher to complete work in the teacher’s room. Milk will be sold in the cafeteria for students who bring sack lunches. Milk is sold by the individual half pint. If there are price changes adopted by the School Board, the changes will be announced through the monthly newsletter or through local newspapers. If a student is caught not paying for food items the student will be charged with theft and discipline code will be followed. Non-compliant behavior will result in disciplinary action.

Competing Sales and Food Deliveries

Concessions, bake sales, school stores, etc., are not to compete with food service. As per the Department of Public Instruction, there are to be no competitive sales in the cafeteria while breakfast and lunch are being served. Students may only bring food for themselves. No orders, by a company or individual, may be delivered to school at any time.

Nondiscrimination Statement for USDA Child Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.fns.usda.gov/cr/discrimination-complaint-form> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**

(833) 256-1665 or (202) 690-7442; or
3. **email:**

Program.Intake@usda.gov

This institution is an equal opportunity provider.

References:

- School Board Policy [760](#)
- School Board Policy [761](#)

Forms:

- [Free and Reduce Application](#)

Personal Belongings

Cell Phones and Personal Communication Devices (PCD)

Parkview Jr./Sr. High School is a one-to-one Chromebook school. Personal communication devices (PCDs), including cell phones, earbuds/headphones, smartwatches, and similar devices, are not needed for classroom instruction and can distract from learning.

During class time and assemblies, PCDs must be powered off or silenced and kept out of sight. Students are encouraged to store their devices in their locked lockers. PCDs may not be used in classrooms, hallways during class time, restrooms, or locker rooms at any time.

The District is not responsible for lost, stolen, or damaged personal devices. Possession of a PCD at school is a privilege, not a right.

Expectations

Students are allowed to use PCDs at the following times:

1. In hallways and at lockers before and after school.
2. During passing time.
3. During lunch periods with permission.
4. After school and during extracurricular events and activities.
5. On field trips at the discretion of staff and with administrative approval.

Consequences

A student using their personal communication device inappropriately will have their PCD confiscated and later returned to the student or parent or guardian, depending on the number of offenses. Refusal to turn in their actual PCD will result in disciplinary action in addition to the consequences below.

First Offense

The student or a staff member will bring the student's PCD to the office for the student to pick up at the end of the day.

Second Offense

The student or a staff member will bring the student's PCD to the office for the student to pick up at the end of the day. The student must turn in their PCD to the office for the next five (5) school days.

Third Offense

The student or a staff member will bring the student's PCD to the office, and a parent or guardian will pick up the PCD. The student must turn in their PCD to the office for the next fifteen (15) school days.

Fourth Offense

The student or a staff member will bring the student's PCD to the office, and a parent or guardian will pick up the PCD. The student must turn in their PCD to the office for the next thirty (30) school days.

Fifth Offense

The student or a staff member will bring the student's PCD to the office, and a parent or guardian will pick up the PCD. The student must turn in their PCD to the office for the remainder of the school year.

Vehicle on Campus

Driving on school roadways and parking on school property is a privilege extended to students by the Board. All student vehicles parked on school property must be registered in the high school office.

Students are required to pay the designated parking permit fee and provide:

- a valid driver's license
- vehicle registration
- proof of insurance

Once registered, students must display the school-issued parking sticker on the lower left corner of the vehicle's front windshield. The student parking lot is the only authorized area for student vehicle parking. Students must park only in their assigned parking space. Vehicles parked in unauthorized areas or in unassigned spaces may be subject to disciplinary action.

Students are not permitted in the parking lot during school hours, including lunch periods, unless they have received prior approval from school administration. Students who leave campus without proper authorization or who are involved in disciplinary incidents related to vehicle use may have their parking privileges suspended or revoked. Note that school officials reserve the right to search any vehicle parked on school property when deemed necessary.

Note: Student parking on school property may be denied for a period of time for disciplinary reasons.

Lockers

Lockers, desks, books, and equipment are loaned to students and remain the property of the school district. School officials may inspect them at any time. Each student is assigned a locker and is responsible for keeping it locked, clean, and in good condition. Lockers must use school-issued locks; personal locks will be removed. Students cannot share lockers. At the end of the year, students must fully clean out P.E., sports, and hall lockers, removing all personal items, magnets, and temporary shelves. Stickers, tape, and permanent markers are not allowed inside lockers.

Note: Lockers are subject to search at any time by school authorities. Illegal items will be turned over to the police.

Backpacks/Bags

The schedule allows sufficient time between classes to stop at lockers to collect or drop off class materials. Backpacks in classrooms create space and potential safety concerns; therefore, backpacks must be kept in lockers throughout the school day. Backpacks or bags of any or all kinds are not allowed in classrooms at any time.

School Supplies

Each student will be asked to furnish certain school supplies. A list is distributed each year and on the school's website indicating specific items needed for some classes. Having the appropriate materials when needed is the responsibility of each student. A student is responsible for the proper care of books, supplies, and furniture supplied by the school. Please contact the school counselor if financial support is needed to purchase school supplies.

Lost and Found

Students who find items should turn them into the office. Students who have lost items should check with the office. If items are believed to be stolen, a report should be filed with a principal.

Work Permits

Minors (14- and 15-year-olds) are required by Wisconsin state law to obtain a work permit before they can be employed on a part-time basis. Parkview School District no longer issues work permits for students. The Department of Workforce Development's Equal Rights Division has developed a new online work permit application tool.

- A parent or guardian can access the site [using these instructions](#).
- Payment is made directly to the Department of Workforce Development through the application, using a credit or debit card or by ACH direct withdrawal. Once the permit application process is complete, the Department, mails a paper copy of the permit directly to the employer.
- In addition, the district has reorganized its employment of minors webpages. The necessary information is linked [here](#), including a [guide to hazardous and prohibited work](#), the [hours and time restrictions for minors](#), and links to the appropriate [statutes](#) and [codes](#).
- If you have any questions or concerns, please do not hesitate to contact workpermits@dwd.wisconsin.gov.

References:

- School Board Policy [443.5](#)

Forms:

- [Parking Registration](#)

Prohibited Items

Drugs

The possession or use of controlled substances is a violation of the law. A student who possesses controlled substances is subject to suspension and will be referred to the appropriate legal authorities or the police who will be informed of any violation relating to these regulations on dangerous drugs, narcotics, or marijuana for appropriate criminal action and to aid in the search for sources supplying these materials to minors in violation of any federal, state, or local laws. Refer to Wisconsin State Statute (s. 961.41)

Alcohol

Alcoholic beverages are prohibited on school grounds. A student is prohibited from possessing, consuming, or being under the influence of alcohol on school premises, in vehicles on school premises, or at school-sponsored activities. School administrators may refer incidents to law enforcement officers and request a breathalyzer. A student in violation of this policy may be subject to suspension or expulsion. Refer to Wisconsin State Statute (s. 125.09(2)).

Tobacco/E-Cigarettes

A student is not allowed to use or possess tobacco products, e-cigarettes, or vapor paraphernalia on district property. Staff have the authority to confiscate cigarettes, smoking supplies or equipment, or chewing tobacco.

Canine Searches

The school board authorizes the use of specially trained dogs. Dogs shall not be used for conducting personal searches, but may be used to detect the presence of drugs by examining a student's possessions, including vehicle and locker.

Weapons

Definition: A dangerous weapon or look-alike weapon is a firearm, knife, razor, chemical spray, metal buckle, or any other object that, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm, or someone could pretend to be capable of inflicting bodily harm.

No one shall possess a dangerous weapon or look-alike weapon on the district property, except as specifically outlined below:

- Weapons under the control of law enforcement personnel are permitted.
- Weapons that are registered and handled in a legal manner for educational purposes may be authorized by the principal or associate principal.
- Starter pistols used at appropriate athletic events by authorized adults.
- Weapons properly registered and handled during the community use of the facilities may be permitted.
- Firearms used in conjunction with the Parkview High School trap shooting team.

References:

- School Board Policy [831](#)
- School Board Policy [832](#)

Animals on Campus

Service Animals

The District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35.

Definition

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, wellbeing, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

For more information, refer to School Board Policy [835](#).

Animals Used in Educational Presentations

The presence of animals in schools provides opportunities for addressing academic standards and supporting the social/academic growth of students. Animals can pose a safety threat for some students when they are exposed to allergens that activate allergy or asthma symptoms. Some students may be afraid of animals and feel unsafe. The purpose of the guideline is to allow animals in the classroom while providing for the health and safety of staff, students, and animals.

Steps

- The teacher will identify instructional purposes.
- The owner will provide veterinary statements of animal health and temperament.
- The principal will approve to proceed to next steps.
- The teacher will notify parents or guardians of an upcoming presentation. A parent or guardian's consent is not required.
- The teacher will provide modifications for students who have animal fears or allergies.
- The principal will give final approval.

References:

- School Board Policy [835](#)

Visitors and Volunteers

Visitors

Parents or guardians are always welcome to visit the school and classrooms with advanced notice. At the same time, we must assure that our students and staff members are safe and have protected learning time; therefore, no other guests are permitted. Exceptions are subject to approval by the building principal.

The guidelines for school visitors are as follows:

- All visitors must check-in at the main entrance. Visitors will be asked to present a valid driver's license from any state, official identification card from any state, or military identification card for scanning into the Raptor system. The Raptor Visitor Management school security system screens for sex offenders, alerts staff of custody violations, and provides district-wide reporting for visitors.
- Visitors will receive a visitor's badge that should be visible while in the school or on the school grounds. Visitors, including parents or guardians, refusing to produce such identification will be asked to remain in the office, or to leave the office. Visitor badges are not required at open house, parent or guardian nights, or other school-sponsored events open to the public.
- Upon departure from the school, visitors must sign out at the office.

Volunteers

School volunteers play a vital and important role in the education of the Parkview students. It is the intent of the Board to foster, support, and encourage volunteer activities throughout its school programs while also maintaining the safety and well-being of students, staff, and volunteers within our buildings. To ensure the safety of all students and staff:

- All volunteers must be approved by a district or building administrator in advance.
- Volunteers must complete a Volunteer Disclosure and Consent form and sign a Code of Ethics.
- A criminal background check is required for all volunteers, including those helping on field trips. Checks are conducted at least annually.
- Each principal retains the right to assign, decline, or dismiss volunteers at their discretion.

Guests Permitted at School Dances

School dances are intended for Parkview students only. High school students may not attend junior high dances, and junior high students may not attend high school dances. Junior high students are not permitted to bring guests to dances. However, high school students may bring a guest with prior approval:

- A guest form must be submitted and approved by administration at least 7 days prior to the dance.
- Guests must be no older than 19 years old. If the guest is not currently enrolled in another high school or did not attend Parkview, a background check (at the guest's expense) is required before approval.

References:

- School Board Policy [352.1](#)
- School Board Policy [860](#)

Forms:

- [Volunteer Disclosure and Consent Form](#)
- [Code of Ethics](#)

Appendix

[District Calendar](#)

A/B Calendar

[Bells Schedules](#)

Discipline Rubric

[Staff Directory](#)

Activities Handbook